Post-Tenure Review (Tenured Faculty)

August 14, 2015 ................................................................. Due in Office of the University Provost: Reports from the deans.

Sabbatical Leaves effective AY 2016/17 (Faculty and Academic Professionals)

( ) ................................................................. Requests due in deans’/ university librarian’s offices

December 11, 2015 ........................................................... Notification deadline

January 4, 2016 ................................................................. Due in Office of the University Provost: A spreadsheet of the approved sabbatical leaves identifying the applicant, department, contract status (academic or fiscal), and the period of the sabbatical leave (fall, spring, AY, FY). Be sure to include the names of those you agreed to defer their sabbaticals from the previous year.

All Promotion, Continuing Appointment, and Tenure Recommendations

August 14, 2015 ............................................................... Due in Office of the University Provost: A spreadsheet of all anticipated academic personnel actions including the candidate name, current rank, department, college, and personnel action under consideration.

( ) ................................................................. Due in deans’/ university librarian’s offices

December 11, 2015 ........................................................... Due in Office of the University Provost

May 10, 2016 ..................................................................... Notification deadline for promotion, tenure, continuing appointment decisions

Evaluation of Probationary Faculty and Academic Professionals

August 14, 2015 ................................................................. Due in Office of the University Provost: A spreadsheet of all anticipated academic personnel actions including the candidate name, current rank, department, college, and personnel action under consideration.

( ) ................................................................. Due in deans’/ university librarian’s offices

February 26, 2016 ............................................................ Due in Office of the University Provost: 1. a spreadsheet of all probationary reviews with final decision from the dean for regular contracts or conditional contracts (include conditions) for 2016/17; attach to this listing a copy of the dean’s notification letter** and the signed original Request for Academic Personnel Action (APA) form for the successful candidate. 2. the complete files for any candidates who are recommended for a terminal contract for 2016/17

May 10, 2016 ..................................................................... Notification deadline for terminations effective May 15, 2016 (for faculty member in the first or second year of employment with ASU); or May 15, 2017 (for those who have served more than two years as they are given a terminal contract year).

**A reminder – do not distribute the notification letters to the candidates until all terminal reviews for your college have been completed by the Provost – notifying all candidates at the same time.
Review for Renewal of Multi-Year Appointments and/or Promotion of Non-Tenure Eligible Clinical Faculty, Lecturers, Professors of Practice, Research Faculty and Academic Professionals (not on track)

August 14, 2015 .................................................................  Due in Office of the University Provost: A spreadsheet of all anticipated academic personnel actions including the candidate name, current rank, department, college, and personnel action under consideration.

NEW: For all fixed-term promotion cases, a PDF of the unit/and or college document which contains the promotion criteria is due to the provost’s office. At this time, the criteria documents will be reviewed by the provost’s office, and it will be determined whether the criteria in each case are sufficient for a promotion review to proceed.

( ) ..............................................................................  Due in deans’/ university librarian’s offices

February 26, 2016* ............................................................  Due in Office of the University Provost:
1. a listing of all multi-year reviews with a copy of the dean’s letter and the signed original Request for Academic Personnel Action (APA) form of the final decision on renewals for the next multi-year term;
2. the files for any candidates who are recommended for promotion or non-renewal.

May 10, 2016* .................................................................  Notification deadline to candidates regarding action on renewal and/or promotion requests

*NOTE: The multi-year reviews are conducted during the year prior to the final year to be in compliance with ABOR policy.

Emeritus Status

Tenured faculty and academic professionals with continuing status who retire may be recommended for emeritus status which must be approved by the President. Written notification of the retirement date with recommendation from the dean to the Office of the University Provost initiates this process, at the beginning of the semester of retirement.

( ) ..............................................................................  Due in deans’/ university librarian’s offices

Annual Performance Evaluations

April 1, 2016 .................................................................  Due in deans’/ university librarian’s offices

Evaluation of Conditional Contracts for the Current Year

( ) ..............................................................................  Due in deans’/ university librarian’s offices

March 4, 2016 .................................................................  Recommendation for Termination due in Office of the University Provost

April 8, 2016 .................................................................  Notification of decision (Note: Conditional Reviews – if a positive decision, the dean will notify the candidate and send a copy of the notification letter to the provost.)

NOTE: Spring Break is March 6 to 13, 2016.